

Risk Management & Tort Defense Division

Offers

4-hour Defensive Driving Course

and the

Van Safety Course

and the

Workplace Violence Prevention class



Space is
Limited

October 1, 2008	Workplace Violence Prevention	8:30am – 12:00pm (3 ½ hrs)
October 2, 2008	VAN SAFETY	8:30am – 11:30am (3 hrs)
October 2, 2008	Defensive Driving	1:00pm – 5:00pm (4 hrs)

All classes will be held at the DOC Training Center - Large Classroom

Who should attend?

- ✓ All employees that drive a state vehicle on a routine basis.
- ✓ Staff that did not attend a Defensive Driving course within the last year.
- ✓ Staff that have been involved in a traffic accident OR received a traffic ticket while driving a state vehicle.

Note: Our agency may receive a 5% discount on its Auto Liability insurance premium IF 3% of the agency's employees attend this Defensive Driving course. Promoting Defensive Driving prevents costly claims. Other requirements exist.

To pre-register for this course call or e-mail:

Geri Miller @ (406) 846-1320 ext 2307 or
Gerimiller@mt.gov

- DOC staff are required to get approval from supervisor(s) and complete a training request form.
- You must provide your **state employee number** and correct **driver's license number for the Defensive Driving & Van Safety classes!**
- Risk Management & Tort Defense Division may charge a cancellation fee for those who register and do not utilize their valued seat.

Defensive Driving Course:

- 4 hour course is designed to educate drivers on the common risks associated with driving
- This course shows how to prepare yourself for the driving experience & make us all more aware & defensive in our daily driving
- Slides, videos, magnetic boards & workbooks are used throughout the day; the workbook is yours to take home
- The class is entertaining and full of valuable information for all

VAN SAFETY:

- This 3 hour course is designed to educate drivers on the differences between operating a 12 or 15-passenger van versus a car or pickup truck.
- The course includes differences in operating characteristics of vans versus cars, how to compensate for those differences, and common risks associated with van driving.

Workplace Violence Prevention:

- This course addresses the ever-changing issues of violence & hostilities that state agencies & employees face
- This course provides considerations for physical layout of work areas & proven processes that can naturally reduce the potential of hostilities
- Students will learn how to understand & recognize a hostile situation and how to respond with confidence & professionalism

IF ADEQUATE NUMBERS ARE NOT REGISTERED THE CLASS WILL BE CANCELLED

The Department of Corrections makes reasonable accommodations for any known disability that may interfere with a person's ability to participate in training. Persons who want to participate in any of our training sessions must notify the Montana State Prison no later than 2 weeks before the date of training to allow adequate time to make needed arrangements.